



## Fairfax County Park Authority Summer Camps 2009



Welcome to the 2009 Summer Camp program! The information provided will assist you in preparing for your child's camp experience. If you have additional questions after reviewing the information, please see our Frequently Asked Questions page at our website [www.fairfaxcounty.gov/parks/campforms](http://www.fairfaxcounty.gov/parks/campforms).

If you have moved or changed your phone number, please let us know so we have your correct contact information on file. In many cases, camp staff is asked to contact parents and campers prior to the camp session. To update your account, call (703)222-4664.

Extended Care is available at RECenters and Lake Accotink Park if your child is enrolled in a camp at that location. Extended Care information is attached or you can visit our website at [www.fairfaxcounty.gov/parks](http://www.fairfaxcounty.gov/parks) to register. Advance registration is advised. After Extended Care ends or when after-camp care is not available, parents will incur a charge of \$5 for every portion of 15 minutes a child is picked up late. Children not picked up by 4pm, will be placed in Extended Care (where provided) at the daily drop in rate.

For the safety of all children, certain forms are required for admission into the program.

### **Below is a checklist to help you prepare your child for camp:**

- ✓ Campers should bring a labeled backpack/sports bag to keep track of belongings
- ✓ Bring snack and drink for all half day camps. Bring snack, drink and lunch for full day camps. CHILD'S NAME and DATE must be on all food items brought from home.
- ✓ Bring a labeled water bottle
- ✓ Some camps will swim daily, others may receive some swim time each week. Please check with your camp site for exact swim days. On swim days, child should come with swimsuit and towel.
- ✓ Dress children in comfortable play clothes and sneakers; NO sandals. NO flip flops.
- ✓ Complete Emergency Form, Pick-Up Authorization and Rules of Conduct- see below for how to submit forms
- ✓ Submit a copy of the child's immunization record. A physical record is required if a child is attending camp for longer than 30 days.
- ✓ Show proof of child's identity on first day- birth certificate, public school report card or passport
- ✓ Remember to show I.D. at pick up and list yourself on the Pick Up Authorization form
- ✓ Provide a signed Medication Authorization if medication is to be administered during camp. These forms are on the website at [www.fairfaxcounty.gov/parks/campforms](http://www.fairfaxcounty.gov/parks/campforms).
- ✓ Parents wanting to visit the camp location before camp begins may do so. If you want a tour of the location, please contact the site program director prior to your visit."

### **How to submit your camp forms:**

**These locations would like you to bring the forms on the first day of camp:**

**Lake Accotink, Lake Fairfax, Lee District, Providence, Cub Run, South Run,  
Spring Hill and all camps located at schools**

**These sites want to receive your forms prior to camp (drop off forms prior to camp, do not mail):**

**Audrey Moore, Oak Marr, Mt Vernon (mailing forms is not recommended).**

For refunds/transfers information: see Parent's Information and Camp Policies in this packet

**\*\*SPECIFIC CAMP CHECKLISTS ON BACK**

**IN ADDITION TO THE LIST ON THE FRONT, THESE CAMPS ALSO REQUIRE:**

**Baseball Camp:**

- ✓ Baseball glove and hat to block sun
- ✓ Cleats optional (wear tennis shoes to camp)

**BMX/Freestyle and Mountain Biking Camps:**

- ✓ BMX or mountain bike with a minimum of 12 gears and in excellent mechanical condition (bikes should be tuned up by a bike shop prior to camp; staff are not responsible for repairs).
- ✓ Protective gear: helmet and bike gloves are mandatory (elbow and knee pads are required for freestyle camp and a hydration pack for mountain biking camp).

**Cheer Camp and Girls Only Power Camp:**

- ✓ Wear comfortable clothes, tennis shoes (no sandals/no flip flops), tie long hair back, no jewelry
- ✓ Bathing suit and towel, snack and lunch needed daily

**Dance & Gymnastics Camp:**

- ✓ Wear comfortable clothes, tennis shoes and socks (if available tumbling shoes for gymnastics) and tie long hair back (do not wear jewelry)
- ✓ Bathing suit and towel may be needed daily. Snack and lunch will be needed daily.

**Doggone Fun Camp:**

- ✓ Bring leash (under 10 feet; no retractable leashes!) with rabies tag on collar, a copy of the dog's vaccination record, water bowl and treats. Campers should bring a snack, drink, and water bottle for themselves as well. Dogs should be well-behaved around children and other dogs. Children MUST be able to handle their dog.

**In-Line Camp:**

- ✓ In-Line skates
- ✓ Protective gear: skateboard or bike helmet, wrist guards, elbow and knee pads.
- ✓ Label all gear with name. Arrive at camp in sneakers; bring skates and protective gear in bag.

**Junior Lifeguard Camp, Fun Camp, Sports Camp:**

- ✓ Bathing suit and towel daily

**Kiddie Camp/Munchkin Madness:**

- ✓ Change of clothes

**Lacrosse Camp:**

- ✓ Girls: lacrosse stick and mouthpiece (For equipment rental call (301)314-7115)
- ✓ Sneakers or cleats

**Magic and Clowning Camp:**

- ✓ Wear comfortable clothes and tennis shoes (no sandals; no flip flops).
- ✓ On the first day, bring the following magic supplies: a wire hanger, a deck of cards, a quarter and a penny in a plastic bag. Please label all belongings.
- ✓ Swimsuit and towel may be needed daily. Snack and lunch will be needed daily.

**Nature-Oriented Camps:**

- ✓ Long pants are necessary for some nature programs—check with site. Sturdy shoes are mandatory—no open-toed shoes (no sandals or flip flops).

**Roller Hockey Camp:**

- ✓ In-Line skates and stick
- ✓ Protective gear: helmet with face mask, hockey gloves, knee and elbow pads.
- ✓ Label all gear with name. Arrive at camp in sneakers; bring skates and protective gear in bag.

**Skateboard and Extreme In-Line Camp:**

- ✓ Skateboard or Aggressive In-Line skates with "H block" and grind plates
- ✓ Mandatory protective gear: skate board or bike helmet, wrist guards, knee and elbow pads.
- ✓ Label all gear with name. Arrive at camp in sneakers; bring skates and protective gear in bag.

**Soccer Camps:**

- ✓ Cleats and shin guards (wear tennis shoes to camp)

**Tennis Camp:**

- ✓ Tennis Racquet and two unopened cans of balls

**Watershed Exploration Camp/Lakeside Fun Nature Camp:**

- ✓ Change of shoes and socks (suggested)

**Roots & Shoots Camp:**

- ✓ Work gloves



# FAIRFAX COUNTY PARK AUTHORITY

## Parent Information & Camp Policies



Welcome to Fairfax County Park Authority camps! Our goal is to provide children with a safe and enjoyable camp experience where children can develop skills, form friendships and enhance self-esteem. Please make sure your child comes to camp with the proper items and be sure you have read all of the information in this packet. It is also important to make sure we have the most current information on your member account (phone number and address). If you have moved and need to update your member account, please call (703)222-4664.

### ADMINISTERING MEDICATION

MEDICATION WILL NOT BE ADMINISTERED UNLESS AUTHORIZATION FORMS ARE COMPLETED, SIGNED BY PROPER AUTHORITIES, AND RETURNED. If your child will need medication administered during program hours, please download authorization forms from our website at [www.fairfaxcounty.gov/parks](http://www.fairfaxcounty.gov/parks) or call (703)324-8571 to request Authorization Forms. Staff is not permitted to administer medications, whether over-the-counter or prescription, without proper paperwork completed. Medications will be locked up and must be sent in the original container. Please remember to pick up unused medicine containers at the end of camp or it will be discarded within 14 days. Long term medications (over 10 days) require doctor's signature.

### SIGNING IN/OUT

Authorized individuals 18 years or older must sign child in and out each day. Staff are required to I.D. all persons picking up children. Children will not be released to anyone not on the Pick Up Authorization Form. Custodial parents/guardians have the right to be admitted into the program, however for custody issues requiring special attention please notify the camp site staff. Parents must sign-in and walk children to the specific meeting area. If arriving late, please check in with the Camp Director.

### PHYSICAL EXAMINATION & IMMUNIZATION RECORD

Before admission, a copy of the child's immunization record must be on file at camp. If the child is attending camp for more than four weeks, a physician signed physical exam record must be submitted.

### SICK/ILL CHILDREN AND PREVENTING THE SPREAD OF DISEASE

Please keep your child home if he/she shows signs of a communicable disease or illness including vomiting, diarrhea, or a temperature of over 100 degrees. If a camper becomes ill, parents must pick up the sick child immediately. Sites will notify all parents about disease outbreaks. A doctor's note is required before children may return. Parents should notify the site within 24 hrs. if a member of the household develops a communicable disease. In the case of a life threatening disease, parents must notify the site immediately. If a serious injury occurs at camp, parents will be notified immediately.

### LATE PARENT POLICY

If a parent or authorized person is late in picking the child up, a late fee of \$5 for every 15 minutes will be applied. If a child is consistently picked up late, the child may be dismissed from the program. Children become upset when parents are not on time, please call the site if you know you will be late. A staff member will remain with the child up to one hour after the program ends. After one hour, Child Protective Services will be called.

### SUNSCREEN & INSECT REPELLENT

Staff is not permitted to apply sunscreen, insect repellent or lotion to children. Campers over the age of five may bring sunscreen to camp. Campers under nine years of age will be given assistance when applying their own sunscreen. Campers nine and older may apply their own sunscreen. All sunscreen must be in the original container labeled with the child's name. Please apply sunscreen to child before camp. Insect repellent is not permitted at camp for children of any age. You may, however, apply it to your child beforehand.

### CHILDREN'S BELONGINGS

Please label ALL belongings. Personal belongings should be kept in a bag or backpack which will be stored in program area. FCPA follows public school's policy on cell phones and electronic devices. These are allowed to be carried in the child's backpack, but must be turned off during camp hours. We strongly discourage campers bringing these items to camp. Campers must wear tennis shoes (no wheeled shoes). The FCPA and the site staff are not responsible for lost/stolen items.

### FOOD FROM HOME AND CANDY MACHINE USE

It is recommended that lunches and snacks brought from home be nutritious and nonperishable and packed in a soft cooler/lunch bag with an ice pack. Please label food container with the date and child's name. We ask that parents take home unused portions of open food at the end of the day or it will be thrown away. Please check with the program staff regarding the use of candy machines by children and refrigeration as most sites do not have access to refrigerators. Parents will be notified to bring in lunch in the event a child does not have one. Camp Directors will work with parent to make sure children receive lunch.

### POOL REGULATIONS

Not all programs use the pool. Swimmers are required to take a soap shower before entering the pool. Life vests/water wings are permitted in shallow water with direct supervision. Masks, snorkels, and fins may be used at the guards' discretion and based on demonstrated ability. Children must pass a proficiency test to go in water over their shoulders. Children with skin infections, open wounds, nasal or ear discharge, or any communicable disease, are not permitted in the pool. No sauna or spa use.

### EXTENDED CARE

Please refer to the attached Extended Care sheet.

### BEHAVIOR MANAGEMENT & DISCIPLINARY ACTIONS

If a child brings a weapon to camp, intentionally harms others, vandalizes property, or displays other extreme behavior, he/she will be dismissed from the program and no refund will be given. For inappropriate behavior, parents will be notified verbally and/or in writing with notification of further action. FCPA reserves the right to immediately dismiss a child from any program. **STAFF WILL NEVER:** 1) use physical punishment; 2) be verbally abusive; 3) force, withhold, or substitute food; 4) give any child the authority to punish another child; 5) place a child out of visual/hearing sight, in the dark, or 6) punish a child for a toileting accident.

All participants enrolled in Fairfax County Park Authority programs must meet the code of conduct which states children must be able to demonstrate the following with minimal direction: (1) must be able to maintain personal care without staff support; (2) stay with assigned group; (3) respect others (listen, follow directions, use appropriate language, keep hands to oneself); (4) maintain self control; (5) meet the prerequisite skills for the program.

### REFUNDS/TRANSFERS

Cancellations and transfers may NOT be done through the automated telephone or internet registration systems. For operator assistance, call (703)222-4664. There are no refunds for missed days due to changed work or vacation schedules, sick days, or other non-emergency reasons. Refunds and transfers must be requested at least ten business days prior to the camp session for which the refund/transfer is being requested. All but \$25 will be returned for approved refunds per session. Refunds are not permitted for those who register within ten business days prior to the start of a camp session. Transfers cannot be done within the ten business day period before the start of camp. Within the ten business days of the start of camp, refunds will only be given for

medical emergencies with doctor's written verification as long as the verification is received BEFORE the camp begins. If a medical emergency occurs during camp, a doctor's written verification will be needed within 24 hours for a pro-rated refund. Requests received after the camp session ends will not be granted.

### PROMOTIONAL PHOTOS/VIDEOS

Children enrolled in FCPA Camp programs may be photographed or videotaped during camp by FCPA or public media for FCPA promotional purposes unless a separate written request not to photograph or videotape is submitted to our Youth Services Office and the Site Manager (Youth Services Office 703-324-8571).

### LICENSING INFORMATION

The VA Department of Social Services licenses several of our day camp programs. Many of the policies in this packet were established based on the standards required by the state. This includes the requirement of parents to provide proof of child's identity for staff to review, by providing a certified copy of your child's birth certificate or one of the valid forms of identity listed on the Pick Up Authorization Form. Compliance with standards is determined by visits to the site by licensing staff. For more licensing information please contact the Fairfax Licensing Office at (703)934-1505. Parents may inquire about the site's emergency preparedness plan by contacting the site manager. In the event of an emergency, please contact your child's site for further instructions.

### REPORTING CHILD ABUSE & NEGLECT

Under Code of Virginia (63.2-1509), staff is required to report any suspected abuse, neglect, or exploitation of a child to FCPA Youth Services and Fairfax County Child Protective Services.

### QUESTIONS/CONCERNS

Concerns should always be addressed at the site through the lines of authority:

Camp Counselors > Camp Directors > Site Programmer/Contractor > Site Manager

### EMERGENCY INFORMATION

Each site has an emergency plan available for review upon request. In the event of a power outage or other special situation at the camp location, staff will arrange an alternate plan such as transporting campers to a local school. In the event a school is unavailable, camp maybe cancelled for the day or part of the day.



Policies are subject to change

01/08



Accommodations: If participation accommodations and/or alternative information formats are needed in accordance with the Americans with Disabilities Act, please call (703)324-8563 at least 10 working days in advance of the date needed. TTY (703)803-3354



## Fairfax County Park Authority Camps

# Extended Care



Before and after camp care is available at several RECenter/Park locations. This service, designed for children 6 years and older, provides additional morning and afternoon care for campers in full day camps. Campers stay in a safe environment and get to choose from supervised activities including board games, cards, drawing/coloring, and age-appropriate movies.

You can pre-register (just like camps) for Extended Care on-line at [www.fairfaxcounty.gov/parks](http://www.fairfaxcounty.gov/parks) or register by phone (703)222-4664 or in-person at our RECenters and parks listed below

**Flexible Packages:** Packages are offered weekly -- be sure to register for both weeks if your child's camp is a two week session and you need both weeks of care. Morning sessions allow you to choose between one and two hour options. There is also a daily, per session, drop-in rate for those who need last minute care.

**Refunds/Transfers:** Extended Care refunds are given in full if requests are made at least 10 working days in advance. There are NO refunds given within 10 days or once camp begins. Transfer requests, including transfers from one site to another, will be granted up until that specific camp session begins for which the transfer is being requested.

EXTENDED CARE FOR <b>SPRING BREAK</b> (April 6-10)			
<u>Weekly Sessions:</u>	<u>Daily Fees Per Session:</u>	<u>Sites Offering Extended Care</u>	<u>Dates</u>
7-9am = \$35/week	Drop-in = \$10 per session	Audrey Moore RECenter*	April 6-17*
8-9am = \$20/week		Cub Run RECenter	April 6-10
4-6pm = \$35/week		Lee District RECenter	April 6-10
		Mt Vernon RECenter*	April 6-17*
		South Run RECenter	April 6-10
		Spring Hill RECenter	April 6-10
		Providence RECenter	April 6-10
*April 13-17 week for private school camp			

EXTENDED CARE FOR <b>SUMMER</b>			
<u>Weekly Sessions:</u>	<u>Daily Fees Per Session:</u>	<u>Sites Offering Extended Care</u>	<u>Dates</u>
7-9am = \$35/week	Drop-in = \$10 per session	Audrey Moore RECenter	June 15-August 28
8-9am = \$20/week		Cub Run RECenter	June 15-August 14
4-6pm = \$35/week		GeorgeWashington (GW)**	June 22-August 14
		Lee District RECenter	June 15-September 4
		Mt Vernon RECenter	June 15-August 14
		Oak Marr RECenter	June 22-August 14
		South Run RECenter	June 15-August 14
		Spring Hill RECenter	June 15-August 28
		Providence RECenter	June 15-August 21
		Lake Accotink Park **	June 22-August 14
**Lake Accotink Park & GW RECenter offer morning care only from 8-9am as well as aftercare from 4-6pm			



Accommodations: If participation accommodations or alternative formats are needed in accordance with the Americans with Disabilities Act, please call (703)324-8563 at least 10 working days in advance of the date needed. TTY (703)803-3354

# Fairfax County Park Authority

## Emergency/Medical Information & Parent Agreement



Child's Full Name (last name, first name)	Nickname	Date of Birth	Sex
Address (# street, city, state, zip code)		Home Phone	
Chronic Physical Problems/Pertinent Developmental Info/Communicable Diseases/Special Accommodations Needed (please explain)			
Allergies or Intolerance to Food, Medications, etc. (please list allergies and actions to take in an emergency situation)			
Medications Child Takes (see website for appropriate medical authorization forms)			
What schools/day care programs has your child attended and list any other programs your child currently attends?			Grade

### PARENT(S)/GUARDIAN(S)

Father's Full Name	Place Employed	Business or Cell Phone
Home Address	E-Mail Address	Home Phone
Mother's Full Name	Place Employed	Business or Cell Phone
Home Address	E-Mail Address	Home Phone

### EMERGENCY INFORMATION (the state mandates 2 emergency contacts other than the parents)

Emergency Contact #1	Address	Phone (home, work, cell)	Relation to Child
Emergency Contact #2	Address	Phone (home, work, cell)	Relation to Child
Child's Physician		Phone	
Insurance Company	Phone	Policy Number	

### AGREEMENTS

If swimming/wading activities are included in the program, my child is allowed to participate and his/her swimming ability is ( ) Non-Swimmer ( ) Beginner Swimmer ( ) Experienced Swimmer
I give my child permission to apply sunscreen to him/herself and I will be supplying my child with sunscreen. If my child has an adverse reaction to the sunscreen, take these actions:
I agree to inform the center within 24 hours if my child or any member of the household develops a reportable communicable disease (immediate notification required if the disease is life threatening)
The center shall notify parents/guardians whenever their child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.
I hereby grant approval for my child to be photographed and/or videotaped by Fairfax County Park Authority to be used for the sole purpose of promoting or publicizing FCPA programs.
I hereby authorize the FCPA and/or designated contractor to seek medical treatment for my child, at the nearest facility, in the event medical care is required. In the event non-emergency medical care is required, I authorize FCPA to seek medical treatment through my child's physician. I understand that I am responsible for medical expenses incurred by my child and that FCPA advises I carry health insurance for my child.

**I have read the policies for the program and agree to adhere to them. I certify the information above is complete and correct.**

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

See reverse side

## Emergency/Medical Information & Parent Agreement *(continued)*

Child's Name \_\_\_\_\_

Please list other camps and session dates child is enrolled in FCPA camps:

### **IMMUNIZATION RECORD** (must be completed for camp or a copy signed by a physician must be attached to this form)

IMMUNIZATIONS	RECORD COMPLETE DATES (month, day, year) OF VACCINE DOES ADMINISTERED				
Diphtheria/Tetanus/Pertussis(DTP)	/ / / /	/ / / /	/ / / /	/ / / /	/ / / /
Diphtheria/Tetanus (DT or Adult Td)	/ / / /	/ / / /	/ / / /	/ / / /	/ / / /
Poliomyelitis (OPV or IPV)	/ / / /	/ / / /	/ / / /	/ / / /	/ / / /
Measles (Rubeola)	/ / / /	/ / / /	/ / / /		
Rubella	/ / / /	/ / / /	/ / / /		
Mumps	/ / / /	/ / / /	Before 08/01/81 / / / /		
Measles, Mumps, Rubella (MMR)	/ / / /	/ / / /			
Hepatitis B Vaccine	/ / / /	/ / / /	/ / / /	Other:	/ / / /

Haemophilus influenzae Type b (Hib Conjugate): PLEASE COMPLETE THE APPROPRIATE SECTION BELOW.

/ / Has received complete series of Hib vaccine in accordance with current recommendations of the AMERICAN ACADEMY OF PEDIATRICS OR THE U.S. PUBLIC HEALTH SERVICE.

/ / Has received the AGE APPROPRIATE doses of Hib vaccine as recommended by the AMERICAN ACADEMY OF PEDIATRICS OR THE U.S. PUBLIC HEALTH SERVICE, the series will be completed on (RECORD COMPLETE DATE (month, day, year):

Series Completion Date: / / / /  
MO DAY YR

/ / Hib vaccine is not indicated because this child has had Hib disease at 24 months of age or older.

/ / Being over 30 months of age, this child is not required by law to have proof of immunization against Hib.

I certify that this student is ADEQUATELY IMMUNIZED in accordance with the MINIMUM requirements for attending programs licensed by the VA Dept of Social Services.

Name and Address of Physician/Health Dept \_\_\_\_\_

Signature of Physician or Health Dept. Official: \_\_\_\_\_ Date (mo, day, yr): / / / /

### **PHYSICAL RECORD** (required if child is attending the program for more than 30 days)

Date of Most recent Physical \_\_\_\_\_

Findings: \_\_\_\_\_

This child appears to be in good physical health and free of communicable disease.

Name and Address of Physician/Health Dept \_\_\_\_\_

Signature of Physician or Health Dept. Official: \_\_\_\_\_ Date (mo, day, yr): / / / /





# Fairfax County Park Authority

## Pick Up Authorization & Child Identity Verification



**Child's Name:**

**Camps & Dates Enrolled:**

The following people are authorized to pick up my child from the FCPA program. I understand my child will be allowed to leave with these individuals only. Photo identification will be asked at sign out. (please include yourself)

Authorized Person's Name (please print)	Relationship to Child	Phone Number

Name of persons NOT allowed to pick up child (appropriate custody paperwork shall be attached if a parent is not allowed to pick up the child):

Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Please complete reverse side



Child's Name \_\_\_\_\_

*for additional sessions*

Date	Day	Time In	Initials	Time Out	Initials
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				

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**CHILD IDENTITY VERIFICATION/PROOF OF CHILD'S IDENTITY**

(required by Code of Virginia 63.2-1809 for licensed programs)

FOR SAFETY REASONS, PLEASE DO NOT SEND IN PROOF OF IDENTITY. PROOF MUST ONLY BE SHOWN TO STAFF UPON ARRIVAL ON THE FIRST DAY OF CAMP.

Proof of child's identity and age may include any of these: original or certified copy of child's birth certificate, birth registration card, notification of birth record, passport, adoption/foster placement agreement, or public school report card.

Although we cannot keep a child out of camp without this proof, we are required, by law, to notify the local law-enforcement agency within seven days if we are not shown proof of child's identity.

Please complete the following information before arriving at camp:

Type of Proof (passport, birth certificate)	Child's Date of Birth	Certificate Number or Document Number	-FCPA Use- FCPA Approval



## Fairfax County Park Authority Camp Program Rules of Conduct



Children and parents should review this together and sign below. This document is a requirement for camp enrollment.

### **Children must:**

- ☺ Maintain personal care (toileting, changing) without staff support
- ☺ Stay with assigned group at all times
- ☺ Respect others in what you say and do
- ☺ Listen to program leaders and follow directions
- ☺ Use appropriate language
- ☺ Keep hands to oneself and maintain self control
- ☺ Take care of their own belongings
- ☺ Use equipment and supplies in a safe and appropriate manner
- ☺ Teasing and bullying are not tolerated and are grounds for enrollment termination and children should report these incidents immediately to their counselor
- ☺ Follow the policy for cell phones and other multimedia devices as described on the reverse side of this form
- ☺ Play safe and have fun

### **Parents must:**

- Complete and submit appropriate paperwork from the parent packet
- Sign children in and out of the program and bring proper I.D.
- Be on time to pick up children
- Assist staff in resolving behavior issues
- Contact the Camp Director or Program Manager immediately when issues arise
- Notify the site within 24 hours if a member of the household develops a communicable disease. In the case of a life threatening disease, parents must notify the site immediately

### **Grounds for Immediate Dismissal (no refund given):**

- A parent who refuses to follow FCPA policies as stated in the parent packet
- A child who brings a weapon to camp
- A child who intentionally harms himself or causes injury to another child or staff member
- A child who vandalizes the property of the camp facility, staff or other children
- A child who steals items from the camp facility, staff or other children
- A child who displays inappropriate behaviors repeatedly
- A child who fails to comply with the Rules of Conduct

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Child's Name (please print) \_\_\_\_\_

Signature of Child \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent's home phone \_\_\_\_\_ work phone \_\_\_\_\_

## **Cell Phones, Multimedia and Electronic Devices**

FCPA follows the schools policy in that campers/CIT's are allowed to have cell phones and other multimedia devices, but they must be turned off and kept in the child's backpack during camp hours. We strongly suggest these items be left at home. FCPA will not be held responsible for lost or stolen items. Care for these items is solely up to the child.

## **Management of Behavior**

From time to time, staff must take actions to resolve a problem that is disruptive to the program and other participants. Behavior guidance requires very specialized skills and although staff is not behavior specialists, staff are trained to provide basic behavior interventions. In the management of disruptive and inappropriate behaviors, staff will use the following techniques:

- √ Acknowledge the behavior and address it with the child
- √ Assess the reasons for the behavior
- √ Discuss with the child what is appropriate behavior
- √ Redirect or ignore behaviors when appropriate
- √ Model appropriate behaviors
- √ If necessary, remove the child from the activity until the child can exhibit self control
- √ Discuss the behavior problems with the parent(s) and strategize with them possible solutions

In situations where inappropriate or disruptive behavior is reoccurring, it is possible for the child's enrollment in the program to be terminated.

The staff does NOT use physical punishment or restraints, humiliation or shaming, or denial of food as methods to manage behavior.

The FCPA appreciates your support. Staff uses a proactive approach to meet the needs of the children by planning age and ability appropriate activities that provide a fun and safe recreational program.



## Fairfax County Park Authority Parent Feedback Form



The Park Authority cares about the quality of our programs; therefore, your feedback is important to us. It is our goal to use this form to receive your comments, suggestions, compliments or concerns during the camp program so issues can be addressed immediately. Please forward this to the Youth Services office below. Thank you for your time.

Camp Name \_\_\_\_\_ Location \_\_\_\_\_

Comments:

**Please forward this to Youth Services:**

**Fax (703)324-3976**

**Mail: 12055 Government Center Pkwy, Suite 927**

**Fairfax, VA 22035-1118**

**(please do not mail other camp forms to this address)**

Thank you to the following PACT (Parks & Community Together) Gold sponsors for 2008: Booz Allen Hamilton, Cox Communications, Good Shepherd Lutheran Church, Mars Inc., ManTech International, USA Mobility and The George Preston Marshall Foundation. For more information on how to become a sponsor helping send homeless children to summer camp, please call (703)324-8566.